PROCEDURE: 4.3.2p3.L1
Drives and Solicitations Procedure
Approved: November 1, 2013
Revised: October 25, 2022

Purpose
The solicitation of funds by staff members is prohibited unless approval is received by the President. In some cases, the President may use his/her discretion to authorize fundraising activities for student clubs or other organizations. Such activities must be approved by the President and supervised by a student organization advisor, faculty member, or staff member.

Procedure
The following procedure outlines the steps that must be taken by club advisors or faculty and staff members in order to gain approval for the fundraising project:

A. The fundraising activity must be held in order to raise funds for a purpose approved by the President or his/her designee.

B. The activity may involve the sales of products and/or services to members of the public. Such sales cannot be conducted door-to-door and must not occur during class, clinical, or laboratory time.

C. The college cannot sponsor any fundraising project that would violate accreditation standards.

D. Games of chance or similar activities involving gambling are prohibited.

E. All announcements, flyers, etc. generated to promote the fundraising activity must be approved by the Vice President of Enrollment Management and may not be distributed during class, clinical, or laboratory time.

F. The President or his/her designee reserves the right to approve the products and/or services to be sold and the cost associated with such.

G. All requests for fundraising activities must be submitted at least **four** weeks prior to the event. No activity may commence without written approval from the President or his/her designee. The Fundraising Request Form must be utilized to gain approval for the fundraising activity.

H. College administrative control shall be exercised over all purchase contracts for or on behalf of students which involve the aggregate sum of $100 or more. A requisition for the contracted items must be submitted to the Vice President for Administrative Services. This requisition must indicate the vendor's name, address, phone number, salesperson, item quantity, item number, cost per item, and sales price as established by the student organization. The Vice President for Administrative Services will set up an account to manage receipts and disbursements from the

fundraising activity. Student organization members and advisors are not authorized to make purchases directly from vendors.

Responsibility
The President and all Vice Presidents have the overall responsibility for ensuring this procedure is implemented.

References:
State Board Policy Manual III.L.3 Procedure: Gifts, Honoraria and Expenses
State Board Policy Manual III.V.Gifts
Fund-Raising Request Form

Wiregrass Georgia Technical College
Fundraising Request Form

Instructions:
Please complete this form to request approval to hold a fundraising activity, then forward it to the appropriate supervisor.

- Foundation staff must forward this directly to the President.
- All other staff/faculty must send this request to their Vice President or Executive Director over their area who will forward to the President for approval.
- When all signatures have been obtained, the President, Vice President, or Executive Director will notify the person making the request of the approval or disapproval of the fundraising activity.
- If approved, please see the checklist on page 2 to help with planning of your event.

Summary of Fundraising Activity:

- Type of activity:

- Date/time:

- Location:

- Plans for utilizing funds raised:

- Club/organization and staff/faculty who will sponsor and oversee the event:

_____   _____
Staff/Faculty Requesting the Fundraiser   Date

☐ Approved ☐ Disapproved / Comments: _____

_____   _____
Vice President /Executive Director   Date
☐ Approved ☐ Disapproved / Comments: _____

_____   _____
Executive Director of the Foundation   Date
☐ Approved ☐ Disapproved / Comments: _____

_____   _____
President   Date
☐ Approved ☐ Disapproved / Comments: _____

General Checklist for Event Planning

As you plan your event, be sure to include all areas necessary for a successful event. Possible areas to include are listed below:

- ☐ Room Reservation
- ☐ Volunteers and Staff/Faculty
- ☐ Invitations / Marketing Materials
- ☐ Name tags/Sign in Sheets
- ☐ Entertainment
- ☐ Food / Drinks / Ice
- ☐ Plates, Cups, Utensils, Napkins
- ☐ Room set-up, Décor, Tablecloths
- ☐ Audio/Visual Equipment
- ☐ Presentation
- ☐ Notice on College's "Upcoming Events"
- ☐ Displays / Exhibits
- ☐ Ceremony /Rehearsals
- ☐ Publicity (external)
- ☐ Publicity (internal)
- ☐ Photography
- ☐ Parking/Security
- ☐ Medical Assistance
- ☐ Receptionist for Phone Calls
- ☐ Transportation
- ☐ Clean-up
- ☐ Handling of funds

Have a great fundraising event!